

**Emergency
Medical Services
Authority**

EMPLOYMENT OPPORTUNITY

1. RPA #	RPA 030
ANALYST'S INITIALS	
DATE	

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Associate Health Program Adviser Associate Governmental Program Analyst may be considered for recruitment purposes	3. POSITION NUMBER 312-900-8337-001	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R01
7. OFFICE OF Emergency Medical Services Authority	9. LOCATION (CITY or COUNTY) Rancho Cordova		13. MONTHLY SALARY \$4400.00 TO \$5508.00	
8. SEND APPLICATION TO: EMS Authority 10901 Gold Center Drive, Suite 400 Rancho Cordova, CA 95670 Attention: Karen DeGuire/Patricia Czoberek	10. WORKING HOURS MON - FRI, DAYS - 8 am - 5 pm - Flexible			
	11. PUBLIC PHONE NUMBER (916) 322-4336			
	12. CALNET NUMBER		14. FILE BY July 3, 2014	

Please indicate the basis of your eligibility in Section 12 of your application (STD 678). SROA/Surplus employees are encouraged to apply. Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility. Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

ESSENTIAL FUNCTIONS: Under direction of the Staff Services Manager I (SSM-I), the Basic Life Support (BLS) Coordinator performs the following duties: Analyzes issues, develops regulations, policies and procedures, and provides technical assistance to various public and private agencies regarding automated external defibrillation (AED), public safety first aid and CPR, and Emergency Medical Technician (EMT) and Advanced EMT (AEMT) training and certification standards.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in emergency medical services, nursing, paramedic, EMT, public health administration, and/or other health/medical background.
- Knowledge of and/or experience in disaster planning.
- Strong written, analytical, interpersonal and oral communications skills.
- Ability to work cooperatively and effectively independently and as part of a team.
- Demonstrated ability to act independently with open-mindedness, flexibility and tact.
- Ability to establish and build effective working relationships with constituents, colleagues, and consultants.

INTERPERSONAL SKILLS

- Ability to work well as part of a team and independently as necessary.
- Ability to build good working relationships with constituents.

HOW TO APPLY:

Applicants must be a current or former State employee with transfer or reinstatement eligibility for this classification, or be reachable on a current employment list for this classification. Appointment is subject to SROA and State surplus policies. SROA or Surplus candidates must submit a copy of surplus status letter.

All applicants must clearly indicate their basis for eligibility on the State application (STD 678). All applications will be screened and only the most qualified candidates will be interviewed. In order to be considered for this position, you must include your specific eligibility criteria in the explanation section of the application. (e.g., reinstatement, lateral transfer, list eligibility).

Applications submitted via email or facsimile will not be accepted.

Submit a State Application (STD. 678) and resume to:
Emergency Medical Services Authority
Administration
Attn: Karen DeGuire / Patricia Czoberek
10901 Gold Center Drive, Suite 400
Rancho Cordova, CA 95670